**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** A subdocument contains the whole document.

**T F 2.** Templates are located in the Insert tab.

**T F 3.** When creating subdocuments these are saved with the master document.

**T F 4.** Templates are arranged by categories.

**T F 5.** Templates cannot be saved as a separate fi le.

**T F 6.** A master document can be reorganized.

**T F 7.** Moving a subdocument to another location in the master document still retains it as a subdocument.

**T F 8.** Short essays should be separated into sections.

**T F 9.** Identifying heading styles in a document should be your first step to complete especially if the document does not contain a style.

**T F 10.** Under the Available Templates section, Sample Templates are available.

**Multiple Choice**

**Select the best response for the following statements. Place the letter of the correct answer on the blank provided.**

**\_\_\_\_\_\_ 1.** Templates are organized by category and can also be located by keying a keyword in the

**a.** Template search box

**b.** Search for a template online box

**c.** Open a blank template box

**d.** Create your own template box

**\_\_\_\_\_\_ 2.** How many times can you use a template?

**a.** Once

**b.** Ten

**c.** 100

**d.** As many as needed

**\_\_\_\_\_\_ 3.** By default, how many levels does the Outlining View contain?

**a.** Nine

**b.** Eight

**c.** Seven

**d.** Five

**\_\_\_\_\_\_ 4.** Clicking the Show Document button displays

**a.** Backstage view

**b.** More commands

**c.** Create

**d.** None of the above

**\_\_\_\_\_\_ 5.** Clicking the Expand Document button will

**a.** Open the subdocument

**b.** Close the subdocument

**c.** Will open only the selected content

**d.** a and c

**\_\_\_\_\_\_ 6.** To view the hyperlinks in the subdocuments, you must

**a.** Open the master document after creating and saving the subdocument in the master document

**b.** Open the original document

**c.** Open the individual subdocuments separately

**d.** None of the above

**\_\_\_\_\_\_ 7.** Using which of the following commands will allow you to create a resume quickly?

**a.** Tables

**b.** SmartArt

**c.** Templates

**d.** None of the above

**\_\_\_\_\_\_ 8.** Additional information on templates can be found using

**a.** Help icon

**b.** F1

**c.** F9

**d.** a and b

**\_\_\_\_\_\_ 9.** Which template would you find in the Template category?

**a.** Letters

**b.** Memos

**c.** Resumes

**d.** All of the above

**\_\_\_\_\_\_ 10.** Where would you preview a template before downloading?

**a.** Office.com

**b.** Backstage view**c.** Template screen

**d.** Not listed here